

# *Request for Qualifications Montana Statewide System of Support Part-time Employees*

The Montana Office of Public Instruction's Statewide System of Support (SSoS)  
A collaborative effort with district and school staff, students, parents and community members to build capacity to improve student learning

## **BACKGROUND**

Federal Title I funding has been provided to the Office of Public Instruction (OPI) to work with schools and districts to improve student learning. Title I schools that have not met Adequate Yearly Progress (AYP) for four or more consecutive school years will receive a Scholastic Review and be provided a School Coach to guide school improvement.

Schools eligible for assistance are identified using criteria consistent with the state of Montana's accountability standards and aligned with the *No Child Left Behind Act (NCLB)*. School districts with eligible schools will be contacted by the OPI to build their capacity to improve school achievement. School Coaches will be assigned to schools once the pool of schools needing assistance is established. Coaches will receive intensive training in district and school improvement processes and procedures, provided through the OPI, before engaging in work with their assigned school.

The OPI anticipates the need to employ part-time resource people in various regions throughout the state. Individuals interested in serving in any of the following capacities are encouraged to apply: School Coach, Scholastic Review Team (SRT) Member, Scholastic Review Team (SRT) Leader and Resource Member. Interested persons should contact the OPI Personnel Office at (406) 444-2673. Applicants may apply by completing a state application form and writing responses to supplemental questions on a separate sheet of paper. An electronic copy of the State of Montana Employment Application may be obtained from <http://www.mt.gov/statejobs/application.asp>

## **OVERVIEW**

### **Scholastic Review Team (SRT) Members and Leaders**

Scholastic Review Team Members and Leaders are hired by the OPI and assigned by the Title I School Support System Specialists and the Title I Director to provide educational services to participating schools and districts. SRT Members and Leaders receive



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compensation for completion of minimum required services. They are also reimbursed for mileage, meals, lodging and other travel-related expenses according to state travel regulations. Salary for SRT Members is \$17.61/ hour. Salary for SRT Leaders is \$21.51/hour.

### **Scholastic Review Team Leader Role**

The SRT Leader is in charge of the Scholastic Review Team, which will conduct a review of the schools coming into Corrective Action as dictated NCLB. This person will coordinate the review process, send the initial draft to the OPI, and evaluate SRT Members. Once the initial report is delivered to the OPI staff, and questions about the draft have been answered, the SRT Leader's role with the school will end.

### **Scholastic Review Team Member Role**

SRT Member roles and responsibilities include assisting with the review of the school, writing the draft report with other SRT Members, evaluating the SRT Leader, and working with the Leader in answering questions about the draft. After the completion of the SRT visit and the draft report is completed, his/her role in the process will end.

### **School Coach Role**

Montana's Statewide System of Support (SSoS) is an on-site assistance program to schools throughout the state that are identified as needing support. Coaches are directly responsible for facilitating the school improvement process in schools that meet the criteria for support. Salary for School Coaches is \$21.51/hour. They are also reimbursed for mileage, meals, lodging and other travel-related expenses in accordance with state travel regulations.

Title I schools receiving assistance will be provided with:

- A School Coach who works with district and school staff, parents and community members to identify the school's strengths and areas of needs. The Coach will also provide guidance in developing a school improvement plan. Coaches will be experienced educators with demonstrated success in improving student performance. Administrative experience is a plus. The Coach will facilitate the improvement process for the duration of the initial planning year and will work with the school up to an additional two years to assist with the implementation of the school improvement plan and performance agreement;
- Resources, tools and professional development opportunities to enable school and district staff, parents and community members to build capacity within the school and district to improve student learning; and



- Funds for staff planning time and outside expertise (as needed) to implement the school improvement plan and performance agreement can be applied for through Title I school improvement grants.

### **School Coach Statement of Work**

In collaboration with school and district staff, parents and community members, and with the assistance of the Scholastic Review document, the School Coach will facilitate, under the direction of the OPI, an educational evaluation of each school. The Coach will guide development of a comprehensive school improvement plan which builds on the school's strengths and addresses the needs identified in the scholastic review. In collaboration with the OPI and the SSoS, the Coach will assist with the development of an ongoing performance agreement which identifies the commitments of the OPI, the school district, and the school staff in supporting the school improvement plan. Resources will be made available to the schools and to the Coach to help achieve the goals and benchmarks stipulated in the plans and agreements. Coaches may be assigned to provide technical assistance to multiple schools within a district or region.

### **Resource Member Role**

Resource Members are personnel who can lead training in areas such as school improvement, iAnalyze, and development of rubrics for assessing student work, curriculum mapping, and teacher mentoring. They provide training to schools in the process of improving. Schools, districts, or the Coach may request these services, but approval must be given by the OPI prior to services being rendered.

### **School Support Process**

Interviews of prospective applicants will be conducted this spring. All successful applicants will be required to attend summer trainings prior to hiring. The final roles of all applicants for SRT Members, SRT Leaders, School Coaches, and Resource Members will be made based on need and available resources after the determinations for Adequate Yearly Progress are released.

### **Conflict of Interest**

No School Coach/SRT Leader/SRT Member/Resource Member may have a direct interest, financial or otherwise, be engaged in a business or incur an obligation of a nature that is in conflict with the discharge of his/her official duties.

